



Unit Return Process Defense Property Accountability System (DPAS) Warehousing Application

United States Marine Corps
Individual Issue and Unit Issue Facility
(IIF and UIF)

Implementation Training Course

William V. Richardson Jr. and John T. Barrera

Purpose

- Provides the capability to accept non-individual and special training allowance returns from a Unit Custodian.



Situation

You are a Line Clerk at the UIF.
Process an equipment return from
a Unit Custodian.



Unit Return


The screenshot displays the DPAS Warehouse Management system interface. At the top, the DPAS logo is on the left, and 'Warehouse Management' and 'DPAS Warehousing Home Page' are on the right. Below this, a red banner shows 'User Id: WRICHARD Warehouse: NCR IIF Open Warehouse Actions (380)'. A navigation bar contains various menu items: MyDPAS, Catalog Mgmt, Materiel Mgmt, AIT Mgmt, Customer Mgmt, Warehouse Mgmt, Master Data Mgmt, Inquiries, History Inquiries, Report Manager, Warehouse Admin, and a search menu. The 'Materiel Mgmt' menu is expanded, showing a list of options: Receiving, Materiel Release Order, Disposition, Warehouse Transfer, Materiel Movement, Transportation, Quality Control, Individual, Armory, Unit Issue, Inventory Update, Replenishment, Physical Inventory, Project Mgmt, Set Kit Outfit, and Allocation Mgmt. The 'Unit Issue' option is further expanded, showing 'Request', 'Return', 'Reconciliation', and 'Post-Post'. A red arrow points from a yellow circle containing the number '1' to the 'Return' option in the 'Unit Issue' sub-menu.

Navigate to **Materiel Mgmt > Unit Issue:**

1. Click on **Return**.

Unit Return

UIC Info

*  UIC M00102 - HQTRS 1ST MAW    Custodian LINCOLN, ABRAHAM (ID00000082)  




CAC  CAC 




1

Instructions


Search Criteria

 Stock Nbr All   ICN All 

Serial Nbr 




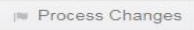


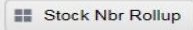



Reportable Commodity Type All 

Scan Barcode  ICN S/N UIC 



 

2

Outstanding Pending

Outstanding Items          

<input type="checkbox"/>	Issued Qty	Outstanding Qty	Unprocessed Qty	Returning Qty	Not Returning Qty	Not Ret. Reason Cd	Stock Nbr	Item Desc	Management Cd	Reportable Commodity
<input type="checkbox"/>	1	1	1	<input type="text" value="0"/>	<input type="text" value="0"/>		4240015124434	MASK, M50 (MEDIUM)	A - Serial Number Managed	CBRN D - CBRN D
<input type="checkbox"/>	1	1	1	<input type="text" value="0"/>	<input type="text" value="0"/>		4240015124434	MASK, M50 (MEDIUM)	A - Serial Number Managed	CBRN D - CBRN D
<input type="checkbox"/>	1	1	1	<input type="text" value="0"/>	<input type="text" value="0"/>		4240015124434	MASK, M50 (MEDIUM)	A - Serial Number Managed	CBRN D - CBRN D
<input type="checkbox"/>	1	1	1	<input type="text" value="0"/>	<input type="text" value="0"/>		4240015124434	MASK, M50 (MEDIUM)	A - Serial Number Managed	CBRN D - CBRN D
<input type="checkbox"/>	1	1	1	<input type="text" value="0"/>	<input type="text" value="0"/>		4240015124434	MASK, M50 (MEDIUM)	A - Serial Number Managed	CBRN D - CBRN D
<input type="checkbox"/>	1	1	1	<input type="text" value="0"/>	<input type="text" value="0"/>		4240015124434	MASK, M50 (MEDIUM)	A - Serial Number Managed	CBRN D - CBRN D

1. Input Custodian, and select or input UIC. Click  . This produces a search grid along with a results grid of outstanding issued items for this Custodian. This search grid allows for item searches by the featured search criteria.
2. Check the select all box ☐. (Selecting this box assumes a complete item return)

Unit Return

Instructions

Search Criteria

Stock Nbr: All, ICN: All, Reportable Commodity Type: All

Serial Nbr: , Scan Barcode: Click here to scan

ICN S/N U/I

Search Reset

1

Outstanding Pending

Outstanding Items

Grid Options Add Edit Process Changes Verify Kit Cancel Return Stock Nbr Rollup Include Components Filter Kit

	Issued Qty	Outstanding Qty	Unprocessed Qty	Returning Qty	Not Returning Qty	Not Ret. Reason Cd	Stock Nbr	Item Desc	Management Cd	Reportable Commodity
<input checked="" type="checkbox"/>	1	1	1	0	0		4240015124434	MASK, M50 (MEDIUM)	A - Serial Number Managed	CBRN D - CBRN D
<input checked="" type="checkbox"/>	1	1	1	0	0		4240015124434	MASK, M50 (MEDIUM)	A - Serial Number Managed	CBRN D - CBRN D
<input checked="" type="checkbox"/>	1	1	1	0	0		4240015124434	MASK, M50 (MEDIUM)	A - Serial Number Managed	CBRN D - CBRN D
<input checked="" type="checkbox"/>	1	1	1	0	0		4240015124434	MASK, M50 (MEDIUM)	A - Serial Number Managed	CBRN D - CBRN D
<input checked="" type="checkbox"/>	1	1	1	0	0		4240015124434	MASK, M50 (MEDIUM)	A - Serial Number Managed	CBRN D - CBRN D

MyDPAS Catalog Mgmt Materiel Mgmt AIT Mgmt Customer Mgmt Warehouse Mgmt Master Data Mgmt Inquiries History Inquiries Report Manager Warehouse Admin

Cancel

Batch Edit Details

Finish

Stock Nbr: Various

ICN: Various

Location: Multiple existing values for Location. Set all to: SW3456789 - UNIT ISSUE RETURN

Cond Cd: Multiple existing values for Cond Cd. Set all to: A - Svcbl(w/o Qual)

Unprocessed Qty: Various

Return Qty Options: ☒ No Change ☐ Return All ☐ Return None

Add / Edit Remarks

Cancel

Finish

2

1. Click **Edit** . (For item-by-item returns, select a single item then click edit. Proceed to slide 10 for completing this process)
2. Update as appropriate. For the purpose of this training, a single return location and condition code has been set. Select **Return**

Unit Return

UIC Info

UIC M00102 - HQTRS 1ST MAW ... # Custodian LINCOLN, ABRAHAM (ID00000082) ...

CAC Click here to scan CAC

Go

Instructions

Search Criteria

Stock Nbr All ... # ICN All ...

Serial Nbr

Scan Barcode Click here to scan ICN

Reportable Commodity Type All

Search Reset

Outstanding Pending

Outstanding Items Grid Options + Add Edit Process Changes Verify Kit Cancel Return Stock Nbr Rollup Include Components

Issued Qty Outstanding Qty Unprocessed Qty Returning Qty Not Returning Qty Not Ret. Reason Cd Stock Nbr Item Desc Management Cd Reportable Commodity Type

Selected 0/0 Page 0 of 0 50 items per page No items to display

Instructions

Search Criteria

Stock Nbr All ... # ICN All ...

Serial Nbr

Scan Barcode Click here to scan UIC

Reportable Commodity Type All

Search Reset

Outstanding Pending

Pending Return Items Grid Options + Add Edit Process Changes Verify Kit Cancel Return Sign Print Stock Nbr Rollup

	Issued Qty	Outstanding Qty	Returning Qty	Not Returning Qty	Not Ret. Reason Cd	Stock Nbr	Item Desc	Management Cd	Reportable Commodity Type	Size
<input type="checkbox"/>	1	1	1	0		4240015124434	MASK, M50 (MEDIUM)	A - Serial Number Managed	CBRN D - CBRN D	M
<input type="checkbox"/>	1	1	1	0		4240015124434	MASK, M50 (MEDIUM)	A - Serial Number Managed	CBRN D - CBRN D	M
<input type="checkbox"/>	1	1	1	0		4240015124434	MASK, M50 (MEDIUM)	A - Serial Number Managed	CBRN D - CBRN D	M
<input type="checkbox"/>	1	1	1	0		4240015124434	MASK, M50 (MEDIUM)	A - Serial Number Managed	CBRN D - CBRN D	M
<input type="checkbox"/>	1	1	1	0		4240015124434	MASK, M50 (MEDIUM)	A - Serial Number Managed	CBRN D - CBRN D	M
<input type="checkbox"/>	1	1	1	0		4240015124434	MASK, M50 (MEDIUM)	A - Serial Number Managed	CBRN D - CBRN D	M
<input type="checkbox"/>	1	1	1	0		4240015124434	MASK, M50 (MEDIUM)	A - Serial Number Managed	CBRN D - CBRN D	M
<input type="checkbox"/>	1	1	1	0		4240015124437	MASK, M50	A - Serial Number	CBRN D - CBRN D	M

1. Note that all Outstanding items have dropped from the **Outstanding** tab. Click on the **Pending** tab.
2. Click on the ☐ to select all. (Note the **Returning Qty**)

Unit Return

Instructions

Search Criteria

Stock Nbr: All

ICN: All

Serial Nbr:

Reportable Commodity Type: All

Scan Barcode: [Click here to scan](#) ICN S/N UII

Search Reset

Outstanding Pending

Pending Return Items Grid Options Add Edit Process Changes Verify Kit Cancel Return Sign Print Stock Nbr Rollup

	Issued Qty	Outstanding Qty	Returning Qty	Not Returning Qty	Not Ret. Reason Cd	Stock Nbr	Item Desc	Reportable Commodity Type	Size
<input checked="" type="checkbox"/>	1	1	1	0		4240015124434	MASK, M50 (MEDIUM)	CBRN D - CBRN D	M
<input checked="" type="checkbox"/>	1	1	1	0		4240015124434	MASK, M50 (MEDIUM)	CBRN D - CBRN D	M
<input checked="" type="checkbox"/>	1	1	1	0		4240015124434	MASK, M50 (MEDIUM)	CBRN D - CBRN D	M
<input checked="" type="checkbox"/>	1	1	1	0		4240015124434	MASK, M50 (MEDIUM)	CBRN D - CBRN D	M
<input checked="" type="checkbox"/>	1	1	1	0		4240015124434	MASK, M50 (MEDIUM)	CBRN D - CBRN D	M
<input checked="" type="checkbox"/>	1	1	1	0		4240015124434	MASK, M50 (MEDIUM)	CBRN D - CBRN D	M
<input checked="" type="checkbox"/>	1	1	1	0		4240015124437	MASK, M50 (MEDIUM)	CBRN D - CBRN D	M

Sign with Signature Pad Manual Sign

1. Click on the expand icon on the Sign button to the right of the table. This generates a Unit Return Receipt. (Depicted on next slide)

Unit Return

Print Receipt - Windows Internet Explorer provided by the U.S. Marine Corps

DPAS Warehousing Home... DPAS https://dpas.leidos.com/class2/vm/UnitIssue/Return/PrintHeaderKey=2&reportName=HtmlDWForm12U Certificate error

Instructions

Search Criteria

Stock Nbr All

Serial Nbr

Scan Barcode Click here to scan

Print

RETURN NBR: NCRRU2015250000002

DEFENSE PROPERTY ACCOUNTABILITY SYSTEM

WAREHOUSE: NCR IIF

UNIT RETURN RECEIPT

UIC: M00102 - HQTRS 1ST MAW

DT/TM PRINTED: 9/7/2015 11:20:32 PM

DT/TM RETURNED: 09/07/2015

COMMODITY TYPE: CBRN D (PRIMARY CUSTODIAN: LINCOLN, ABRAHAM (ID00000082))

LIN/TAMCN / STOCK NBR (SKO)	ITEM DESC	ICN	CAGE / CNTRCT	MFR DT	RETURNED QTY (EX RSN)	NOT RETURNED QTY (NR RSN)
SERIAL NBR	IDN	COND CD / SIZE / COLOR	LOT NBR	EXP DT	RET COST	NOT RET COST
C52652E / 4240015124434 (UM)	MASK, M50 (MEDIUM)	A00000000000000022071	DAAD1300C0021	08/01/2015	1	0
W006		A / M /	3AVO1003M06	08/01/2020	\$272.00	\$0.00
8465015290599	CARRIER, CHEMICAL-BIO MASK M50	A00000000000000022071	DAAD1300C0021	08/01/2015	1	0
W006		A / M /	3AVO1003M06	08/01/2020	\$53.38	\$0.00
8465015291397	BAG, INDIVIDUAL EQUIP CARRIER (M50)	A00000000000000022071	DAAD1300C0021	08/01/2015	1	0
W006		A / M /	3AVO1003M06	08/01/2020	\$36.56	\$0.00
C5265A / 4240015290601	MASK, FACEPIECE, M50 (MD)	A00000000000000022071	DAAD1300C0021	08/01/2015	1	0
W006		A / M /	3AVO1003M06	08/01/2020	\$138.00	\$0.00
Z99995 / 4240015292289	CANISTER, CHEMICAL-BIO MASK M50	A00000000000000022071	DAAD1300C0021	08/01/2015	2	0
W006		A / M /	3AVO1003M06	08/01/2020	\$102.42	\$0.00

Instructions

Search Criteria

Stock Nbr All

Serial Nbr

Scan Barcode Click here to scan

ICN All

Reportable Commodity Type All

Search Reset

Returned Items

Grid Options

Print


DW 12 - Return Receipt (HTML)

DW 12 - Return Receipt (PDF)

DW 05U - Outstanding Items (PDF)

DW 05UC - Outstanding Items for RO (PDF)

Reason Cd	Stock Nbr	Item Desc	Management Cd	Reportable Commodity Type	Size
	4240015124434	MASK, M50 (MEDIUM)	A - Serial Number Managed	CBRN D - CBRN D	M
	4240015124434	MASK, M50 (MEDIUM)	A - Serial Number Managed	CBRN D - CBRN D	M
	4240015124434	MASK, M50 (MEDIUM)	A - Serial Number Managed	CBRN D - CBRN D	M
	4240015124434	MASK, M50 (MEDIUM)	A - Serial Number Managed	CBRN D - CBRN D	M
	4240015124434	MASK, M50 (MEDIUM)	A - Serial Number Managed	CBRN D - CBRN D	M
	4240015124434	MASK, M50 (MEDIUM)	A - Serial Number Managed	CBRN D - CBRN D	M
	4240015124437	MASK, M50 (LARGE)	A - Serial Number Managed	CBRN D - CBRN D	L
		MASK, M50	A - Serial Number		

1. Click on  for additional print options. Click on the desired form to generate a printable copy. (The following slide depicts the process for selecting item-by-item returns)

Unit Return Process (Item-

Edit Details

Cancel Finish

Details

Original Stock Nbr
4240015124434

* Stock Nbr
4240015124434

* ICN
A0000000000000022071

Location
SW3456789 - UNIT ISSUE RETURN

Cond Cd
A - Svcbl(w/o Qual)

Quantities

Unprocessed Qty: 1

* Returning Qty
1

* Not Returning Qty
0

Original Item Desc
MASK, M50 (MEDIUM)

Item Desc
MASK, M50 (MEDIUM)

Serial Nbr
W006

Container
Optional (if Loc set)

Not Ret. Reason Cd
RL - Return Later

Return Items

✓ Add To Grid



Working Return Items Grid Options Delete Return All Not Return All Components

✓	Stock Nbr	Item Desc	ICN	Serial Nbr	CAGE Cd	Mfr Contract Nbr	Mfr Dt	Mfr Lot Nbr	Cond Cd	Location	Container	Retu
✓	4240015124434	MASK, M50 (MEDIUM)	A0000000000000022071	W006					A - Svcbl(w/o Qual)	SW3456789		1

Selected 1/1 Page 1 of 1 10 items per page 1 - 1 of 1 items

Add / Edit Remarks

Cancel Finish

1. Review slide 6 before proceeding. Update **Location**, **Cond Cd**, **Returning Qty**, and **Not Returning Qty** as appropriate.
2. Click , then . Repeat these steps for each item/Stock Number being returned. (Proceed to slide



Questions?